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NASA Procedural Requirements

COMPLIANCE IS MANDATORY FOR NASA EMPLOYEES**NPR 7123.1C**
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Appendix F. Technical Work Product Maturity Terminology

F.1 For non-configuration-controlled documents, the following terms and definitions are used in this document:

- a. "Initial" is applied to products that are continually developed and updated as the program or project matures.
- b. "Final" is applied to products that are expected to exist in this final form, e.g., minutes and final reports.
- c. "Update" is applied to products that are expected to evolve as the formulation and implementation processes evolve. Only expected updates are indicated. However, any document may be updated as needed.

F.2 For configuration-controlled documents, the following terms and definitions are used in this document:

- a. "Preliminary" is the documentation of information as it stabilizes but before it goes under configuration control. It is the initial development leading to a baseline. Some products will remain in a preliminary state for multiple reviews. The initial preliminary version is likely to be updated at a subsequent review but remains preliminary until baselined.
- b. "Baseline" indicates putting the product under configuration control so that changes can be tracked, approved, and communicated to the team and any relevant stakeholders. The expectation on products labeled "baseline" is that they will be at least final drafts going into the designated review and baselined coming out of the review. Baselining a product does not necessarily imply that it is fully mature at that point in the life-cycle. Updates to baselined documents require the same formal approval process as the original baseline.
- c. "Approve" is used for a product, such as Concept Documentation, that is not expected to be put under classic configuration control but still requires that changes from the "Approved" version are documented at each subsequent "Update."
- d. "Update" is applied to products that are expected to evolve as the formulation and implementation processes evolve. Only expected updates are indicated. However, any document may be updated as needed. Updates to baselined documents require the same formal approval process as the original baseline.

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